

**Aggregate File Creation
Parameters
for
State Reporting and Records
Transfer System**

**File: Language Census- R-30
For Reporting Year 2002-2003**

Version 3.15

California Department of Education

April 28, 2003

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Revision History

Name	Date	Reason For Changes	Version																						
Karl Scheff	04/17/2003	Implemented Change request DMA 103, CSIS Change Log# 4688. Modified definition of “2.FEP Student”, “3.Resignated Students”, “4. Waivers Requested”, and “5. Waivers Granted” starting on page 5.	3.15																						
Karl Scheff	01/16/2003	<ul style="list-style-type: none">Added “If 13.04 = 3 or 4” to staff selection description 3.Added to the end of section 3.17 “43 – Other Bilingual Paraprofessional”Added code 43 to 5.8.Added “Note also that the STAF DE AS records included will be those for only one school. All other STAF DE AS records for this staff member are to be disregarded in the aggregations.)” to double indent second and third bullet under section 2 on page 6.Added to second paragraph under NOTE in section 5: “Select the record(s) with the lowest numeric code value for the Language of Instruction.” Also deleted 3rd and 4th paragraph.Deleted the following note in section 2.1: “(NOTE: Because March 1, 2003 falls on a Saturday, the aggregation rules are written to use February 28, 2003, as the Language Census data collection day.)”.	3.14																						
Karl Scheff	12/19/2002	Fixed references to selection statements in 3.6, 4.5, and 4.6	3.13																						
Ruthellen Dickinson	12/17/2002	Reformatted document to include assumptions about the data, to add group selection statements, and to remove redundant selection information from individual aggregations.	3.12																						
Karl Scheff	11/19/2002	Changed mnemonics so they don’t refer to form location. <table><tr><td>P2R04</td><td>SetEngImm</td></tr><tr><td>P2R05</td><td>SetAltCrse</td></tr><tr><td>P2R06</td><td>SetMainCrt</td></tr><tr><td>P2R07</td><td>SetMainReq</td></tr><tr><td>P2R08</td><td>SetOthInst</td></tr><tr><td>P2R10</td><td>SrvELD</td></tr><tr><td>P2R11</td><td>Srv_SandE</td></tr><tr><td>P2R12</td><td>SrvP1Sup</td></tr><tr><td>P2R13</td><td>SrvP1</td></tr><tr><td>P2R14</td><td>SrvOth</td></tr><tr><td>P2R15</td><td>SrvNone</td></tr></table>	P2R04	SetEngImm	P2R05	SetAltCrse	P2R06	SetMainCrt	P2R07	SetMainReq	P2R08	SetOthInst	P2R10	SrvELD	P2R11	Srv_SandE	P2R12	SrvP1Sup	P2R13	SrvP1	P2R14	SrvOth	P2R15	SrvNone	3.11
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P2R12	SrvP1Sup																								
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P2R14	SrvOth																								
P2R15	SrvNone																								

		<table><tr><td>PART3</td><td>Redesig</td></tr><tr><td>P5R30A</td><td>CLAD_SandE</td></tr><tr><td>P5R31A</td><td>SB_SandE</td></tr><tr><td>P5R32A</td><td>Trn_SandE</td></tr><tr><td>P5R30B</td><td>CLAD_Sonly</td></tr><tr><td>P5R31B</td><td>SB_Sonly</td></tr><tr><td>P5R32B</td><td>Trn_Sonly</td></tr><tr><td>P5R30C</td><td>CLAD_Eonly</td></tr><tr><td>P5R31C</td><td>SB_Eonly</td></tr><tr><td>P5R32C</td><td>Trn_Eonly</td></tr><tr><td>P4R18</td><td>ParWaivReq</td></tr><tr><td>P4R19</td><td>ParWaivGrnt</td></tr></table>	PART3	Redesig	P5R30A	CLAD_SandE	P5R31A	SB_SandE	P5R32A	Trn_SandE	P5R30B	CLAD_Sonly	P5R31B	SB_Sonly	P5R32B	Trn_Sonly	P5R30C	CLAD_Eonly	P5R31C	SB_Eonly	P5R32C	Trn_Eonly	P4R18	ParWaivReq	P4R19	ParWaivGrnt	
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P5R32C	Trn_Eonly																										
P4R18	ParWaivReq																										
P4R19	ParWaivGrnt																										
Annette Liccardo	2002.11.01	<p>Incorporated additional edits received from Ruthellen.</p> <p>Removed bold font reflecting changes that were made in version 3.6, including: revision history 3.5, 3.4, 3.0 in Data Element Used, in sections 1.1, 2.0, 3.6-3.16, 3.18, 3.21, 3.24, 4.4, 4.7-4.20, 5.0 & 5.4.</p> <p>Add verbage for deletion of Oral Assessment and Modification to Instructional Services (CR #CDE SS2003LCEN_03. In section 2, removed Calif. Youth Authority and Juvenile Halls, because they are now required to report.</p> <p>To be consistent with the reporting year, references to the date “02” and “2002” were changed to “03” and “2003”.</p> <p>In section 3.1, deleted note related to hierarchy of selection for reporting data elements 07.12. 13.09.03, 13.19. and 13.10.</p> <p>In section 3.5, deleted DE 14.02 as it is no longer part of the aggregation rule.</p> <p>In section 3.8, deleted last row-no data.</p> <p>Between section 3.10 and 3.11, per CR #CDE SS2003LCEN_03a, replaced language of “NOTE” with the following:</p> <p>Note: This applies to Aggregations 3.11 through 3.16. A student may be reported as receiving only one type of instructional service. If records for more than one type of Instructional or Support Service Received (DE 07.12, codes 330 - 335) are submitted for a student, one of the values for this data element must be selected for use in the aggregations, according to the following rules. Whenever a “335” code is included with any of the</p>	3.10																								

		<p>other codes (330-334), the “335” code should be ignored and the remaining highest numbered code should be used for the aggregation. If multiple values of codes 330-334 are submitted, and there is no code 335 submitted for the student, then the highest numbered code should be used for the aggregations. Codes for this data element are listed below, for reference:</p> <p>Data Element 07.12 (Instructional or Support Service Received):</p> <p>330 English Language Development (ELD)</p> <p>331 ELD and Specially Designed Academic Instruction in English (SDAIE)</p> <p>332 ELD and SDAIE with Primary Language Support</p> <p>333 ELD and Academic Subjects through the Primary Language (L1)</p> <p>334 Other Instructional Language Services</p> <p>335 Not receiving any English Learner services</p> <p>Between section 3.18 and 3.19, added Ruthellen’s revised “NOTE”.</p> <p>In section 3.27 and 3.28, deleted note at the end of aggregation rule stating: Assuming that somewhere up above this section there is a rule that says: “Create one type A record for each unique INST_GN Institution ID (14.03) whose last 7 digits do not equal “0000000”.</p>	
Annette Liccardo	2002.10.30	Document revised to include CSIS edits, per Ruthellen’s spreadsheet, via the data management team.	3.9
Annette Liccardo	2002.10.29	Revised note in section 5.0 by adding third bullet.	3.8
Annette Liccardo	2002.10.17	Document revised to include parental waivers requested and granted in newly formatted sections 3.27 and 3.28. Deleted Oral Assessment as this is replaced with CELDT. Re-numbered section 7 - record layout from 3.18 through 3.27 and linked back to table of contents.	3.7
Mardell Hall	2002.05.03	Re-issue slightly revised document to incorporate several typos/formatting corrections in the text describing the logic added this year for “multiples” (see previous two entries) as corrected by the FCMAT/CSIS team. This is version is the final and approved version for LCEN 2002.	3.6
Mardell Hall	2002.05.01	Feedback from FCMAT/CSIS review determines that the changes reported in revision history immediately below for CR #SS2002LCEN_004 were not included in the revision of the document circulated for review. These changes are now included in <i>this</i> version (included as “Notes” preceding sections of aggregation rules beginning with 3.11, 3.19 and 5.1). In addition, FCMAT/CSIS feedback determined that replicating	3.5

		the language in CR SS2002LCEN_003 is misleading. To more clearly specify the nature of the change intended to be communicated for SS2002LCEN_003 and implemented in the previous revision of this document, rather than specify, "Impacts d/e definitions for 13.19, 13.20 and 13.21" --- should be read, "Impacts aggregation rules for 3.19, 3.20 and 3.21." Also took opportunity of this quick revision to re-number/format pages for TOC and Revision History.	
Mardell Hall	2002.04.26	<p>Document revised to reflect two approved change requests from CSIS' C. Taniguchi. Changes to pseudo-code logic in the individual agg rules and additions to impacted data summary changes are bolded. These include CDE (CSIS) change request numbers:</p> <p>CR#SS2002LCEN_002. CR excerpt: "The "English Learner" Definition affects aggregation rules 3.6 to 3.16 and 4.7 to 4.20. It would not affect the LEAs directly. Change logic to: ((If 02.09 EQ '3', and 02.10 EQ blank) or (if 02.09 EQ '4' and 02.10 is after March 1 of the current year)), and If 07.01 EQ '120' and If 07.05 is on or before March 1 of the current year, and 07.06 is blank or after March 1 of the current year, and If 05.01 is on or before March 1 of the current year, and 05.06 is blank or after March 1 of the current year"</p> <p>CR#SS2002LCEN_003. Change request to expand criteria for counting teachers w/ CTC SDAIE or ELD Authorization consistent with previous CDE and CSIS discussions/agreements (include where data element 13.10 = 04 and 40 in addition to 44 already specified). Impacts d/e definitions for 13.19, 13.20 and 13.21.</p> <p>CDE CR# SS2002LCEN_004. Change request to implement proposed methods to reconcile multiple LEA submitted records for record/fields where CDE only allows for a single record/field from CSIS. These changes are reflected at beginning of impacted sections/records in these agg rules – not integrated into individual agg rules.</p>	3.4
Cliff Rudnick	2002.03.22	<p>Note: Changes incorporated in version 3.3 and 3.2 of this document resulting from CSIS input are noted in Change Request SS2002LCEN_001.</p> <p>Corrections have been made to tables 3.4, 3.17, 5.6, 5.7, 6.5, and 6.6. The date for the collection in section 2 has been corrected to March 1, 2002.</p>	3.3

		There are still pending issues related to selection criteria, the hierarchy used to output specific data when CSIS receives repeating records, and how to handle students and teachers at multiple schools.	
Cliff Rudnick	2002.03.15	<p>Incorporated edits received from CSIS staff, including:</p> <p>The hierarchy for reporting 07.12 Instructional or Support Service Received 13.09.03 Language of Instruction 13.19 Type of Instruction to EL 13.10 Authorized Teaching Area</p> <p>Revision History correction from 2001.10.19 to 2001.10.31 Correction on p.38, for rec type C include staff end date Correction of typo on p. 40 "Extract 13.09.10 to 13.09.03 Corrections of description changes on the following pages: p. 46 - 02 for 2002 p. 47 - rec type B, line 2 should be 02 for 2002 p. 47 - rec type C, line 2 should be 02 for 2002 p.48 - rec type D, line 2 should be 02 for 2002.</p>	3.2
Cliff Rudnick	2001.10.31	<p>This document, for the Spring 2002 Language Census, was modified to reflect comments and edits acquired through CSIS program staff review. These include various style and typographical error corrections, as well as the significant changes listed here. All references to the name of element 05.03.03 have been corrected to "School of Enrollment ID number." All references to the name of element 02.09 have been corrected to "Student English Proficiency." Data elements 7.01, 7.05, and 7.06 are now used in tables 3.6 through 3.16, but removed from table 3.17. All use of element 14.03 is now being retrieved from the INST GN NULL record. The example in the Data Use section of tables 3.2, 4.2, 5.2, and 6.2 has been updated. Table 3.5 Data Use section has been updated to delete the first "if" statement, and append an "else" statement. Tables 3.11 through 3.16 have been updated to delete reference to element 07.11. Table 3.17 has been updated to count only those students who were redesignated at a particular school. Table 3.18 has been updated to be populated with blank. Tables 4.5 and 4.6 have been updated for clarification. Selection criteria for section 5 have been updated. Table 5.5 has been modified to exclude records where element 13.09.03 is populated with code '37'.</p>	3.1
Cliff Rudnick	2001.10.19	<p>This document is intended for implementation with the Spring 2002 Language Census. There have been minor modifications to formatting from</p>	3.0

		version 2.1, as well as some clarification within the aggregation rules. Significant changes are in bold type.	
Cliff Rudnick	2001.06.14	Correction of aggregation rule 3.17 for calculating the number of ELs redesignated to FEP (second reference of March 1 of current year to March 2 of previous year).	2.1
Cliff Rudnick	2001.06.13	Update to include some minor edits from CSIS and one significant edit to tables 4.6 through 4.20. Publish as official document.	2.0
Cliff Rudnick	2001.06.07	Update document to redistribute elements reflecting 4 records and to include subsequent CSIS and CDE edits.	1.1
Charles Burns	2001.05.14	Map 9 records to 4 records	0.5
Cliff Rudnick	2000.11.16	Submission of final document, including edits from CSIS	1.0
Cliff Rudnick	2000.11.14	Incorporate edits from CSIS and CDE staff	0.4
Charles Burns	2000.05.28	Put file name on title page, consolidate form transition data, target the file rather than the form.	0.3
Charles Burns	2000.05.09	Change Cell to Field Definitions per review meeting with CDE.	0.2
Charles Burns	2000.04.30	Create Template	0.1

1. Introduction

1.1 Purpose

This Aggregate File Creation Parameters is intended to provide a clear set of rules and specifications for creating the CDE required aggregate file *Language Census Form* (R-30 LC) from records submitted by Local Education Agencies (LEAs). This document is under very strict version control and is to be updated and released simultaneously with new releases of the CSIS Data Dictionary, Code Tables, Validation Tables and File Formats.

1.2 Document Conventions

The title page and header of this document contain a version number in the form X.Y where:

- X is the version number in sequence 1 through N
- Y is the revision number in sequence .1 through .N

The first approved version of the document will be numbered 1.0

Each new version represents substantial change to the document (for example, adding or deleting work products or processes) and will be serially numbered to the left of the decimal (for example 2.0, 3.0, etc) once it has been approved by CSIS management.

Minor revisions (that is, format or spelling) will retain the major version number and increment the revision number to the right of the decimal (for example 1.0, 1.1, 1.2, etc).

1.3 Intended Audience and Reading Suggestions

The primary audience intended to read this document are the technical staff responsible for transitioning the CDE paper based aggregate reporting system to the new State Reporting and Records Transfer System (SRRTS). These are the CDE Program technicians and the programming staff writing the aggregation routines. The software quality assurance staff should also use this document to create test plans.

Readers should first familiarize themselves with the SRRTS System Architecture, SRRTS System Requirements Specification, SRRTS State Reporting Subsystem Architecture and Transmission File Formats prior to reading this document. The reader should be thoroughly familiar with the CSIS Data Dictionary and Code before reading this document.

1.4 References

All of the other documents referenced by this document can be found on the CSIS web site, in the document library. The web site address is <http://www.csis.k12.ca.us/library/index.html>. The following documents stored there will assist the reader in gaining a full understanding of the requirements and specifications for SRRTS:

- CSIS Program Charter
- SRRTS Project Charter
- Use Cases for SRRTS
- SRRTS System Architecture
- CSIS Program Glossary

The following documents are specifically referenced by each of the form/file aggregate definitions included in this document. These reference documents explain the actual content and source of information for the aggregations defined here.

- CSIS Data Dictionary
- CSIS Data Dictionary Code Tables
- File Transmission Formats

2. File Description / Assumptions and Record Selection

2.1 Description

Physical File Name: Language Census (R30-LC)

Description: The Language Census is an annual data collection in March which collects the following data elements from California public schools (K-12): number of English Learner (EL) and Fluent (FEP) English-proficient students by grade and primary language, number of EL students receiving bilingual instructional services by type of service, number of students redesignated from EL to FEP from the prior year, and the number of bilingual staff providing instructional services to EL students by primary language of instruction. The following types of schools are not required to submit a Language Census: preschools; children's centers; adult schools; and regional occupational centers. The Language Census data are collected in four file formats.

Related hard copy form:

Form name: Language Census

Form date: March 1, 2003

2.2 Assumptions and Record Selection Statements

2.2.1 Assumptions

Within these aggregation rules, Language Census Day (LC Day) is defined, as follows:

- “**Prior Year LC Day**” is March 1, 2002
- “**Current Year LC Day**” is February 28, 2003

The following selection statements assume that the Spring data has been previously been populated and filtered/validated so that:

- Only the following records are retained for use in the aggregations: DEMO GN NULL, DEMO GN AP, ENRA SE NULL, PROG PE NULL, PROG PR SR, STAF DE GN, STAF DE AS, STAF DE CR, INST GN NULL.
- DE 14.03 (Institution ID) in the STAF DE AS records for EL assignments is populated with a CDS#, not a CD# (the 8th through the 14th digits do not EQ “0000000.”)
- DE 13.09.03 (Language of Instruction) is populated only for EL assignments.
- The EL assignments that are sent by the district (STAF DE AS records) are only those that are effective for **Current Year LC Day**.
- DE 13.09.03 (Language of Instruction) has been filtered/selected to exclude codes 00 (English) and 37 (American Sign Language).
- All STAF records have been filtered/selected to include records only for those staff for whom DE 13.04 (Staff Providing Instructional Services to English Learners) in STAF DE GN is populated.
- All STAF DE AS records have been filtered/selected to exclude all records where both DE 13.09.03 (Language of Instruction) and DE 13.19 (Type of Instruction to English Learners) are blank.
- All STAF records have been filtered/selected to include records only for those staff where DE 13.13 (Staff Hire Date) is on or before **Current Year LC Day**, and 13.16 is blank or on or after **Current Year LC Day**.
- All DEMO XX XX, ENRA XX XX, and PROG XX XX records have been filtered to include records only for students where DE 02.09 (Student English Proficiency) = 2, 3 or 4.
- All DEMO XX XX, ENRA XX XX, and PROG XX XX records have been filtered to include records only for students where DE 02.07.01 (Student’s Primary Language) is not blank or is not equal to “00” or “37.”
- All PROG XX XX records have been filtered to include only records where DE 07.01 (Special Program Type) = 120 (English Learner).
- If DE 02.09 (Student English Proficiency) = 3 (EL), then 02.10 (Date Redesignated FEP) is blank.

2.2.2 Selection Criteria For Aggregate Records

Notes Regarding Institution and Student Selection

Selection of All District-level Records: Select the records for one district by identifying all records where the values of the 1st through 7th digits of DE 14.03 (Institution ID) are identical. These are the only records that will be used in creating aggregate-level data for the schools in this district.

Selecting School-level Groups of Records: School-level group of records are selected for each reporting school in the district, including institution, student, and staff records, as follows. All aggregations for a Language Census school report are drawn from the records in each School-level group.

In some cases, a group of records for a student may be selected for use in more than one school-level group. Institution and staff records, however, may be assigned to only one school-level group within the district.

Selecting Institution records for a School-level group: Assign an institution (INST GN NULL) record to a “school-level group” according to the value in DE 14.03 (Institution ID). There should be just one INST GN NULL record per school.

Selecting Student records for a School-level group:

Data Elements used to identify students in each subgroup (for reference):

File Format	Rec. Type	Sub Type	Element Number	Element Name
DEMO	GN	NULL	02.09	Student English Proficiency
DEMO	GN	NULL	02.10	Date Redesignated FEP
DEMO	GN	AP	02.20.01	Authorization Prohibition Waiver Type
DEMO	GN	AP	02.20.03	Authorization Prohibition Waiver Request Date
DEMO	GN	AP	02.20.04	Waiver Status
DEMO	GN	AP	02.20.05	Date Waiver Granter or Denied
ENRA	SE	NULL	05.03.02	Institution ID Type
ENRA	SE	NULL	05.03.03	School of Enrollment ID Number
ENRA	SE	NULL	05.01	Enrollment Date
ENRA	SE	NULL	05.06	Withdrawal Date
PROG	PE	NULL	07.01	Special Program Type
PROG	PE	NULL	07.05	Program Participation Start Date
PROG	PE	NULL	07.06	Program Participation End Date
INST	GN	NULL	14.03	Institution ID Number

The following descriptions of specific student or staff subgroups are used throughout the aggregation rules in this document. Each description is prefaced by a mnemonic (e.g., “EL Students”) which is the name that is used in the aggregation rules (in sections 3 – 6 of this document) to reference that student or staff subgroup.

Student Selection Descriptions

NOTE: As these selection descriptions are currently written, if an EL or FEP student is concurrently enrolled in two or more schools within a district during the reporting year, the student may be counted in one of the categories below in more than one school of enrollment. This will be acceptable for the 2002-2003 reporting year. In 2003-2004, there will be a new data element, “Student Enrollment Status”, which could be used to identify only one school in which the student is to be reported.

1. EL Students

These are students who were enrolled in the reporting school on *Current Year LC Day* and whose Language Proficiency on that day was “EL.”

((If 02.09 = 3 (EL), or
 (if 02.09 = 4 (RFEP) and 2.10 is after *Current Year LC Day*)), and
 if, within one PROG SE NULL record,
 (07.01 = 120 (EL), and
 07.05 is on or before *Current Year LC Day*, and
 07.06 is blank or on or after *Current Year LC Day*), and
 if, within one ENRA SE NULL record,
 (05.01 is on or before *Current Year LC Day*, and
 05.06 is blank or on or after *Current Year LC Day*, and
 05.03.03 = 14.03 in the INST GN NULL of this School-level group.)

2. FEP Students

These are students who were enrolled in the reporting school on *Current Year LC Day* and whose Language Proficiency on that day was “IFEP or RFEP.”

((If 02.09 = 2 (IFEP), or
 (if 02.09 = 4 (RFEP) and 02.10 is on or before *Current Year LC Day* or blank)), and
 if, within one ENRA SE NULL record,
 (05.01 is on or before *Current Year LC Day*, and
 05.06 is blank or on or after *Current Year LC Day*, and
 05.03.03 = 14.03 in the INST GN NULL of this School-level group.)

3. Redesignated Students

These are students who were redesignated “FEP” while enrolled in the reporting school at any time after *Prior Year LC Day* and before or on *Current Year LC Day*. A student may or may not have remained enrolled in the school after his/her redesignation date.

If 02.09 = 4 (RFEP),
 and 02.10 is after *Prior Year LC Day* and before or on *Current Year LC Day*, and
 if, within one ENRA SE NULL record and its related DEMO GN NULL record,
 (05.01 is before or on *Current Year LC Day*, and
 05.06 is blank or after *Prior Year LC Day*, and
 05.01 is not after 02.10, and
 05.06 is not before 02.10, and
 05.03.03 = 14.03 in the INST GN NULL of this School-level group.)

4. Waivers Requested

These EL or FEP students who were enrolled in the reporting school at any time after *Prior Year LC Day* and before or on *Current Year LC Day*, and whose parents requested, during that time, a waiver of EL classroom placement.

If 02.20.01 = 3, and
 (within one ENRA SE NULL record,
 (05.01 is before or on *Current Year LC Day*, and
 05.06 is blank or (after *Prior Year LC Day* and on or after 02.20.03), and
 05.03.03 = 14.03 in the INST GN NULL of this School-level group), and

02.20.03 is after *Prior Year LC Day* and before or on *Current Year LC Day*, and
 02.20.03 is on or after 05.01.

5. Waivers Granted

These are EL or FEP Students who were enrolled in the reporting school at any time after *Prior Year LC Day* and before or on *Current Year LC Day*, and whose parents were granted, during that time, a waiver of EL classroom placement.

If, within one ENRA SE NULL record,
(05.01 is before or on *Current Year LC Day*, and
05.06 is blank or after *Prior Year LC Day*, and
05.03.03 = 14.03 in the INST GN NULL of this School-level group), and
02.20.01 = 3, and
02.20.04 = 1, and
02.20.05 is after *Prior Year LC Day* and before or on *Current Year LC Day*, and
02.20.05 is on or after 05.01 and before or on 05.06.

Notes on Staff Selections

Staff Records are to be assigned to School-level groups according to the process described below.

1. From the staff records within a District-level group, organize the records by staff member, by selecting groups of STAF DE GN, STAF DE CR, and STAF DE AS records where the values of DE 12.01 (Locally Assigned Staff ID) match. This is a “Staff member” group of records, and for itinerant teachers it may include staff assignment records for more than one school in the district.
2. Examine each “Staff member” group to determine if the values of DE 14.03 (Institution ID) match in all the STAF DE AS records.
 - If they all match, the records for that staff member should be included in the School-level group for that Institution ID.
 - If they do not all match, determine to which school-level group the staff member’s records should belong, as follows:
 - Create groups of STAF DE AS records for that staff member by matching the values in DE 14.03 (Institution ID) and count the number of records in each group. Identify the STAF DE AS record group(s) with the highest number of records.
 - If there is just one group with the highest number of records, use the value in DE 14.03 of this group to determine to which School-level group the staff member’s records belong. Add to that School-level group the staff member’s STAF DE GN and STAF DE CR record and only those STAF DE AS records that were in the “highest number of records” group. (NOTE: In some cases the value of 14.03 in STAF DE GN will not match the other records in that group, but that is OK. Note also that the STAF DE AS records included will be those for only one school.. All other STAF DE AS records for this staff member are to be disregarded in the aggregations.)
 - If there is more than one group with the highest number of records, select from all the identified “highest number of records” groups the value of DE 14.03 that is the lowest numeric value to determine a school-level group for the staff member. (NOTE: This is a somewhat arbitrary choice, but in this case there is no obvious logical basis for a selection.) Add to that School-level group the staff member’s STAF DE GN and STAF DE CR records and only those STAF DE AS records that were in the selected “highest number of record” group. (NOTE: In some cases the value of 14.03 in STAF DE GN will not match the other records in that group, but that is OK. Note also that the STAF DE AS records included will be those for only one school.. All other STAF DE AS records for this staff member are to be disregarded in the aggregations.)

Once the staff records have been assigned to School-level groups according to the process outlined above, there are just three staff groups within a school group for which selection statements are provided in the following selection descriptions.

Data Elements used to identify staff in each subgroup (for reference):

STAF	DE	GN	13.04	Staff Providing Instructional Services to English Learners
STAF	DE	GN	13.13	Staff Hire Date
STAF	DE	GN	13.16	Staff Exit Date

Staff Selection Descriptions

1. Teachers

These are teachers who are to be reported at the school according to the above decision process and who were employed by the district with an EL assignment on ***Current Year LC Day***.)

If 13.04 = 1, and
13.13 is on or before ***Current Year LC Day***, and
13.16 is blank or on or after ***Current Year LC Day***

2. Teachers in Training

These are teachers in training who are to be reported at the school according to the above decision process and who were employed by the district with an EL assignment on ***Current Year LC Day***.

If 13.04 = 2, and
13.13 is on or before ***Current Year LC Day***, and
13.16 is blank or on or after ***Current Year LC Day***

3. Bilingual Paraprofessionals

These are bilingual paraprofessionals (aides) who are to be reported at the school according to the above decision process and who were employed by the district with an EL assignment on ***Current Year LC Day***.

If 13.04 = 3 or 4, and
13.13 is on or before ***Current Year LC Day***, and
13.16 is blank or on or after ***Current Year LC Day***

3. Record Type A – All data except Part 1 and Part 5a

For each school where there are any EL or FEP students enrolled as of *Current Year LC Day*, one Record Type A is to be created.

3.1 Source

Field Identification

Field Name:	SOURCE						
Form Page No. (if any):		Section No:	N/A	Row No:	N/A	Column No:	N/A
Mnemonic:	SOURCE						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
			N/A					

Data Element Use

Element ID	How Used
	Populate with “LCEN”

3.2 Year

Field Identification

Field Name:	YEAR						
Form Page No. (if any):		Section No:	N/A	Row No:	N/A	Column No:	N/A
Mnemonic:	YEAR						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
			N/A					

Data Element Use

Element ID	How Used
	Populate with current year in YY format (i.e., “03” for 2003)

3.3 Record Type

Field Identification

Field Name:	REC_TYPE						
Form Page No. (if any):		Section No:	N/A	Row No:	N/A	Column No:	N/A
Mnemonic:	REC_TYPE						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
			N/A					

Data Element Use

Element ID	How Used
	Populate with "A" for Record Type A

3.4 County, District, School Code/CDE assigned only

Field Identification

Field Name:	CDS_CODE						
Form Page No. (if any):	1	Section No:	N/A	Row No:	N/A	Column No:	N/A
Mnemonic:	CDS_CODE						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
INST	GN	NULL	14.03 Institution ID (CDS Number)	Y				

Data Element Use

Element ID	How Used
14.03	Extract 14.03 to CDS_CODE.

3.5 Sub-Option

Field Identification

Field Name:	SUB-OPTION						
Form Page No. (if any):	1	Section No:	N/A	Row No:	N/A	Column No:	N/A
Mnemonic:	SUB-OPTION						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
DEMO	GN	NULL	02.09 Student English Proficiency	Y				

Data Element Use

Element ID	How Used
02.09	If at least one DEMO GN NULL 02.09 record EQ '2', '3' or '4', SUB_OPTION EQ '2', Else SUB_OPTION EQ '1'

3.6 Count of EL Students Enrolled in Structured English Immersion

Field Identification

Field Name:	SETENGIMM						
Form Page No. (if any):	3	Section No:	II	Row No:	1	Column No:	(00)
Mnemonic:	SETENGIMM						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
PROG	PE	NULL	07.11 Program or Instructional Setting				Y	

Data Element Use

Element ID	How Used
07.11	From <i>EL Students</i> If PROG PE NULL 07.11 EQ '300', then SETENGIMM EQ <i>N</i> +1

3.7 Count of EL Students Enrolled in an Alternative Course of Study

Field Identification

Field Name:	SETALTCRSE						
Form Page No. (if any):	3	Section No:	II	Row No:	1	Column No:	(01)
Mnemonic:	SETALTCRSE						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
PROG	PE	NULL	07.11 Program or Instructional Setting				Y	

Data Element Use

Element ID	How Used
07.11	From <i>EL Students</i> , if PROG PE NULL 07.11 EQ '301', then SETALTCRSE EQ <i>N</i> +1

3.8 Count of EL Students Enrolled in EL Mainstream – Students Meeting Criteria

Field Identification

Field Name:	SETMAINCRT						
Form Page No. (if any):	3	Section No:	II	Row No:	1	Column No:	(02)
Mnemonic:	SETMAINCRT						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
PROG	PE	NULL	07.11 Program or Instructional Setting				Y	
DEMO	GN	NULL	07.26 English Language Mainstream Classroom Eligibility Status				Y	

Data Element Use

Element ID	How Used
07.11	From <i>EL Students</i> , if PROG PE NULL 07.11 EQ '302', and DEMO GN NULL 07.26 EQ '10', then SETMAINCRT EQ <i>N</i> +1
07.26	

3.9 Count of EL Students Enrolled in EL Mainstream – Parental Request

Field Identification

Field Name:	SETMAINREQ						
Form Page No. (if any):	3	Section No:	II	Row No:	1	Column No:	(03)
Mnemonic:	SETMAINREQ						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
PROG	PE	NULL	07.11 Program or Instructional Setting				Y	
DEMO	GN	NULL	07.26 English Language Mainstream Classroom Eligibility Status				Y	

Data Element Use

Element ID	How Used
07.11	From <i>EL Students</i> , if PROG PE NULL 07.11 EQ '302', and DEMO GN NULL 07.26 EQ '20', then SETMAINREQ EQ N+1
07.26	

3.10 Count of EL Students Enrolled in Other Instructional Settings

Field Identification

Field Name:	SETOTHINST						
Form Page No. (if any):	3	Section No:	II	Row No:	1	Column No:	(04)
Mnemonic:	SETOTHINST						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
PROG	PE	NULL	07.11 Program or Instructional Setting				Y	

Data Element Use

Element ID	How Used
07.11	From <i>EL Students</i> , if PROG PE NULL 07.11 EQ '303', then SETOTHINST EQ N+1

=====

NOTE: This applies to Aggregations 3.11 through 3.16.

The Aggregate Records allow a student to be reported as receiving only one type of instructional service. If records for more than one type of Instructional or Support Service Received (DE 07.12, codes 330 - 335) are submitted for a student, one of the values for this data element must be selected for use in the aggregations, according to the following rules.

Whenever a "335" code is included with any of the other codes (330-334), the "335" code should be ignored and the remaining highest numbered code should be used for the aggregation. If multiple values of codes 330-334 are submitted, and

there is no code 335 submitted for the student, then the highest numbered code should be used for the aggregations. Codes for this data element are listed below, for reference:

Data Element 07.12 (Instructional or Support Service Received):

- 330 English Language Development (ELD)
- 331 ELD and Specially Designed Academic Instruction in English (SDAIE)
- 332 ELD and SDAIE with Primary Language Support
- 333 ELD and Academic Subjects through the Primary Language (L1)
- 334 Other Instructional Language Services
- 335 Not receiving any English Learner services

=====

3.11 Count of EL Students Receiving Instructional Service Through ELD

Field Identification

Field Name:		SRVELD									
Form Page No. (if any):		3	Section No:		II	Row No:		2	Column No:		(00)
Mnemonic:		SRVELD									

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
PROG	PE	SR	07.12 Instructional or Support Service Received				Y	

Data Element Use

Element ID	How Used
07.12	From <i>EL Students</i> , if PROG PE SR 07.12 EQ '330', then SRVELD EQ N+1

3.12 Count of EL Students Receiving Instructional Service Through ELD and SDAIE

Field Identification

Field Name:	SRV SANDE						
Form Page No. (if any):	3	Section No:	II	Row No:	2	Column No:	(01)
Mnemonic:	SRV SANDE						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
PROG	PE	SR	07.12 Instructional or Support Service Received				Y	

Data Element Use

Element ID	How Used
07.12	From <i>EL Students</i> , if PROG PE SR 07.12 EQ '331', then SRV_SANDE EQ N+1

3.13 Count of EL Students Receiving Instructional Service Through ELD and SDAIE with PRIMARY LANGUAGE Support

Field Identification

Field Name:	SRVP1SUP						
Form Page No. (if any):	3	Section No:	II	Row No:	2	Column No:	(02)
Mnemonic:	SRVP1SUP						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
PROG	PE	SR	07.12 Instructional or Support Service Received				Y	

Data Element Use

Element ID	How Used
07.12	From <i>EL Students</i> , if PROG PE SR 07.12 EQ '332', then SRVP1SUP EQ N+1

3.14 Count of EL Students Receiving Instructional Service Through ELD and Academic Subject Through PRIMARY LANGUAGE

Field Identification

Field Name:	SRVP1						
Form Page No. (if any):	3	Section No:	II	Row No:	2	Column No:	(03)
Mnemonic:	SRVP1						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
PROG	PE	SR	07.12 Instructional or Support Service Received				Y	

Data Element Use

Element ID	How Used
07.12	From <i>EL Students</i> , if PROG PE SR 07.12 EQ '333', then SRVP1 EQ N+1

3.15 Count of EL Students Receiving Instructional Services Other than Those Previously Defined

Field Identification

Field Name:	SRVOTH						
Form Page No. (if any):	3	Section No:	II	Row No:	2	Column No:	(04)
Mnemonic:	SRVOTH						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
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PROG	PE	SR	07.12 Instructional or Support Service Received				Y	
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Data Element Use

Element ID	How Used
07.12	From <i>EL Students</i> , if PROG PE SR 07.12 EQ '334', then SRVOTH EQ N+1

3.16 Count of Students not Receiving EL Services

Field Identification

Field Name:	SRVNONE							
Form Page No. (if any):	3	Section No:	II	Row No:	2	Column No:	(05)	
Mnemonic:	SRVNONE							

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
PROG	PE	SR	07.12 Instructional or Support Service Received				Y	

Data Element Use

Element ID	How Used
07.12	From <i>EL Students</i> , if PROG PE SR 07.12 EQ '335', then SRVNONE EQ N+1

3.17 Count of EL Students Redesignated as FEP

Field Identification

Field Name:	REDESIG							
Form Page No. (if any):	3	Section No:	III	Row No:	N/A	Column No:	N/A	
Mnemonic:	REDESIG							

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
			NA					

Data Element Use

Element ID	How Used
	From <i>Redesignated Students</i> , for each student in this group, REDESIG EQ N+1

=====

NOTE: This applies to aggregations 3.18 – 3.27 and 5.6 – 5.8:

Selecting One Occurrence of:

- Type of Instruction to English Learners
- Authorized Teaching Area

Teachers/Aides may be counted only once in aggregations 3.18 – 3.27 and 5.6 – 5.8. If records are submitted for a teacher/aide that include more than one Type of Instruction to English Learners (DE 13.19) or that include more than one Authorized Teaching Area (DE 13.10) one value for each of these data elements must be selected for use in the aggregations, according to the following rules.

To select one Type of Instruction to English Learners (DE 13.19):

If any of the STAF DE AS records for a teacher/aide have DE 13.19 = 1 (Primary Language Instruction), then the value of 1 should be selected.

If none of the STAF DE AS records for a teacher/aide have DE 13.19 = 1, and if there are multiple values that include 2 (ELD), 3 (SDAIE), and/or 4 (ELD and SDAIE), then a value of 4 (ELD and SDAIE) should be used.

To select one Authorized Teaching Area (DE 13.10):

Select from the codes, in the following order. Values valid for the Spring Data Submission are listed below, for reference:

- 04 – Bilingual (BCC or BCLAD) NOTE: This is considered equivalent to code 40
- 40 – CTC Bilingual Authorization NOTE: This is considered equivalent to code 04
- 41 – In training for a CTC Bilingual Authorization
- 44 – Teacher with a CTC CLAD or Equivalent Teaching Authorization
- 45 – Teacher with SB1969/395 Certificate of Completion
- 46 – Teacher in training for SDAIE or ELD Teaching Authorization
- 42 – Bilingual Paraprofessional (aide)
- 43 – Other Bilingual Paraprofessional

=====

3.18 Count of Teachers with CTC, SDAIE, or ELD Authorization Providing SDAIE and ELD Instruction

Field Identification

Field Name:	CLAD SANDE							
Form Page No. (if any):	3	Section No:	V	Row No:	N/A	Column No:	(04)	
Mnemonic:	CLAD SANDE							

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
STAF	DE	CR	13.10 Credential or Authorized Teaching Areas				Y	
STAF	DE	AS	13.19 Type of Instruction to English Learners				Y	

Data Element Use

Element ID	How Used
13.10	From <i>Teachers</i> ,

13.19	if STAF DE AS 13.19 EQ '4', and 13.10 EQ '44' or '04' or '40', then CLAD_SANDE EQ N+1
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3.19 Count of Teachers with SB1969 Certificate of Completion Providing SDAIE and ELD Instruction

Field Identification

Field Name:	SB_SANDE						
Form Page No. (if any):	3	Section No:	V	Row No:	N/A	Column No:	(05)
Mnemonic:	SB_SANDE						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
STAF	DE	CR	13.10 Credential or Authorized Teaching Areas				Y	
STAF	DE	AS	13.19 Type of Instruction to English Learners				Y	

Data Element Use

Element ID	How Used
13.10	From <i>Teachers</i> , if STAF DE AS 13.19 EQ '4', and 13.10 EQ '45', then SB_SANDE EQ N+1
13.19	

3.20 Count of Teachers in Training for SDAIE or ELD Authorization Providing SDAIE and ELD Instruction

Field Identification

Field Name:	TRN_SANDE						
Form Page No. (if any):	3	Section No:	V	Row No:	N/A	Column No:	(06)
Mnemonic:	TRN_SANDE						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
STAF	DE	CR	13.10 Credential or Authorized Teaching Areas				Y	
STAF	DE	AS	13.19 Type of Instruction to English Learners				Y	

Data Element Use

Element ID	How Used
13.10	From <i>Teachers in Training</i> , if STAF DE AS 13.19 EQ '4', and 13.10 EQ '46', then TRN_SANDE EQ N+1
13.19	

3.21 Count of Teachers with CTC, SDAIE, or ELD Authorization Providing SDAIE Instruction Only

Field Identification

Field Name:	CLAD SONLY						
Form Page No. (if any):	3	Section No:	V	Row No:	N/A	Column No:	(04)
Mnemonic:	CLAD SONLY						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
STAF	DE	CR	13.10 Credential or Authorized Teaching Areas				Y	
STAF	DE	AS	13.19 Type of Instruction to English Learners				Y	

Data Element Use

Element ID	How Used
13.10	From <i>Teachers</i> , if STAF DE AS 13.19 EQ '3', and 13.10 EQ '44' or '04' or '40', then CLAD_SONLY EQ N+1
13.19	

3.22 Count of Teachers with SB1969 Certificate of Completion Providing SDAIE Instruction Only

Field Identification

Field Name:	SB_SONLY									
Form Page No. (if any):	3	Section No:	V	Row No:	N/A	Column No:	(05)			
Mnemonic:	SB_SONLY									

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
STAF	DE	CR	13.10 Credential or Authorized Teaching Areas				Y	
STAF	DE	AS	13.19 Type of Instruction to English Learners				Y	

Data Element Use

Element ID	How Used
13.10	From <i>Teachers</i> , if STAF DE AS 13.19 EQ '3', and 13.10 EQ '45', then SB_SONLY EQ N+1
13.19	

3.23 Count of Teachers in Training for SDAIE or ELD Authorization Providing SDAIE Instruction Only

Field Identification

Field Name:	TRN_SONLY							
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Form Page No. (if any):	3	Section No:	V	Row No:	N/A	Column No:	(06)
Mnemonic:	TRN_SONLY						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
STAF	DE	CR	13.10 Credential or Authorized Teaching Areas				Y	
STAF	DE	AS	13.19 Type of Instruction to English Learners				Y	

Data Element Use

Element ID	How Used
13.10	From <i>Teachers in Training</i> , if STAF DE AS 13.19 EQ '3', and 13.10 EQ '46', then TRN_SONLY EQ N+1
13.19	

3.24 Count of Teachers with CTC SDAIE or ELD Authorization Providing ELD Instruction Only

Field Identification

Field Name:	CLAD_EONLY						
Form Page No. (if any):	3	Section No:	V	Row No:	N/A	Column No:	(04)
Mnemonic:	CLAD_EONLY						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
STAF	DE	CR	13.10 Credential or Authorized Teaching Areas				Y	
STAF	DE	AS	13.19 Type of Instruction to English Learners				Y	

Data Element Use

Element ID	How Used
13.10	From <i>Teachers</i> , if STAF DE AS 13.19 EQ '2', and 13.10 EQ '44' or '04' or '40', then CLAD_EONLY EQ N+1
13.19	

3.25 Count of Teachers with SB1969 Certificate of Completion Providing ELD Instruction Only

Field Identification

Field Name:	SB_EONLY						
Form Page No. (if any):	3	Section No:	V	Row No:	N/A	Column No:	(05)
Mnemonic:	SB_EONLY						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
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STAF	DE	CR	13.10 Credential or Authorized Teaching Areas				Y	
STAF	DE	AS	13.19 Type of Instruction to English Learners				Y	

Data Element Use

Element ID	How Used
13.10	From <i>Teachers</i> , if STAF DE AS 13.19 EQ '2', and 13.10 EQ '45', then SB_EONLY EQ N+1
13.19	

3.26 Count of Teachers in Training for SDAIE or ELD Authorization Providing ELD Instruction Only

Field Identification

Field Name:		TRN EONLY									
Form Page No. (if any):		3	Section No:		V	Row No:		N/A	Column No:		(06)
Mnemonic:		TRN EONLY									

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
STAF	DE	CR	13.10 Credential or Authorized Teaching Areas				Y	
STAF	DE	AS	13.19 Type of Instruction to English Learners				Y	

Data Element Use

Element ID	How Used
13.10	From <i>Teachers in Training</i> , if STAF DE AS 13.19 EQ '2', and 13.10 EQ '46', then TRN_EONLY EQ N+1
13.19	

3.27 Parental Waivers Requested

Field Identification

Heading:								
Form Page No. (if any):	3	Section No:	4	Row No:	18	Column No:	N/A	
Mnemonic:	PARWAIVREQ							

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used
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Data Element Use

Element ID	How Used
	From <i>Waivers Requested</i> , for each student in this group, PARWAIVREQ EQ N+1

3.28 Parental Waivers Granted

Field Identification

Heading:							
Form Page No. (if any):	3	Section No:	4	Row No:	19	Column No:	N/A
Mnemonic:	PARWAIVGRNT						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used

Data Element Use

Element ID	How Used
	From <i>Waivers Granted</i> , for each student in this group, PARWAIVGRNT EQ N+1

4. Record Type B (PART 1 – English learner (EL) and Fluent-English proficient (FEP) data)

For each school where there are EL or FEP students enrolled as of the *Current Year LC Day*, one Record Type B is to be created for each unique combination of *Student's Primary Language* (DE 02.07.01), and the EL status ("3") or FEP status ("2" or "4") indicated in *Student English Proficiency* (DE 02.09).

4.1 Source

Field Identification

Field Name:	SOURCE						
Form Page No. (if any):		Section No:	N/A	Row No:	N/A	Column No:	N/A
Mnemonic:	SOURCE						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
			N/A					

Data Element Use

Element ID	How Used
	Populate with "LCEN"

4.2 Year

Field Identification

Field Name:	YEAR						
Form Page No. (if any):		Section No:	N/A	Row No:	N/A	Column No:	N/A
Mnemonic:	YEAR						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
			N/A					

Data Element Use

Element ID	How Used
	Populate with current year in YY format (i.e., "03" for 2003)

4.3 Record Type

Field Identification

Field Name:	REC_TYPE						
Form Page No. (if any):		Section No:	N/A	Row No:	N/A	Column No:	N/A
Mnemonic:	REC_TYPE						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
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			N/A					

Data Element Use

Element ID	How Used
	Populate with “B” for Record Type B

4.4 County, District, School Code/CDE assigned only

Field Identification

Field Name:	CDS_CODE						
Form Page No. (if any):	1	Section No:	N/A	Row No:	N/A	Column No:	N/A
Mnemonic:	CDS_CODE						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
INST	GN	NULL	14.03 Institution ID (CDS Number)	Y				

Data Element Use

Element ID	How Used
14.03	Extract 14.03 to CDS_CODE.

4.5 Language Code

Field Identification

Field Name:	LC							
Form Page No. (if any):	2	Section No:	1	Row No:	N/A	Column No:	N/A	
Mnemonic:	LC							

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
DEMO	GN	NULL	02.07.01 Student’s Primary language	Y				Y

Data Element Use

Element ID	How Used
02.07.01	From <i>EL Students</i> or <i>FEP Students</i> within each unique group of records, Extract 02.07.01 (The value should be the same in all records in the group.)

4.6 Type

Field Identification

Total Page Count: 1							
Field Name:	TYPE						
Form Page No. (if any):	1	Section No:	N/A	Row No:	N/A	Column No:	N/A
Mnemonic:	TYPE						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
DEMO	GN	NULL	02.09 Student English Proficiency	Y				

Data Element Use

Element ID	How Used
02.09	From <i>EL Students</i> or <i>FEP Students</i> within each unique group of records, if DEMO GN NULL 02.09 in all records EQ '3', TYPE='EL' if DEMO GN NULL 02.09 in all records EQ '2' or '4', TYPE='FEP'

4.7 Count of EL or FEP Kindergarten Students

Field Identification

Field Name:	KINDER									
Form Page No. (if any):	2	Section No:	1	Row No:	N/A	Column No:	1			
Mnemonic:	KINDER									

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
ENRA	SE	NULL	05.04 Grade Level				Y	

Data Element Use

Element ID	How Used
05.04	From <i>EL Students</i> or <i>FEP Students</i> within each unique group of records, if DEMO GN NULL 05.04 EQ 'KN', then KINDER EQ N+1

4.8 Count of EL or FEP 1st Grade Students

Field Identification

Field Name:	GRADE01									
Form Page No. (if any):	2	Section No:	1	Row No:	N/A	Column No:	2			
Mnemonic:	GRADE01									

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
ENRA	SE	NULL	05.04 Grade Level				Y	

Data Element Use

Element ID	How Used
05.04	From <i>EL Students</i> or <i>FEP Students</i> within each unique group of records, if DEMO GN NULL 05.04 EQ '01', then GRADE01 EQ N+1

4.9 Count of EL or FEP 2nd Grade Students

Field Identification

Field Name:	GRADE02						
Form Page No. (if any):	2	Section No:	1	Row No:	N/A	Column No:	3
Mnemonic:	GRADE02						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
ENRA	SE	NULL	05.04 Grade Level				Y	

Data Element Use

Element ID	How Used
05.04	From <i>EL Students</i> or <i>FEP Students</i> within each unique group of records, if DEMO GN NULL 05.04 EQ '02', then GRADE02 EQ N+1

4.10 Count of EL or FEP 3rd Grade Students

Field Identification

Field Name:	GRADE03						
Form Page No. (if any):	2	Section No:	1	Row No:	N/A	Column No:	4
Mnemonic:	GRADE03						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
ENRA	SE	NULL	05.04 Grade Level				Y	

Data Element Use

Element ID	How Used
05.04	From <i>EL Students</i> or <i>FEP Students</i> within each unique group of records, if DEMO GN NULL 05.04 EQ '03', then GRADE03 EQ N+1

4.11 Count of EL or FEP 4th Grade Students

Field Identification

Field Name:	GRADE04						
Form Page No. (if any):	2	Section No:	1	Row No:	N/A	Column No:	5
Mnemonic:	GRADE04						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
ENRA	SE	NULL	05.04 Grade Level				Y	

Data Element Use

Element ID	How Used
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05.04	From <i>EL Students</i> or <i>FEP Students</i> within each unique group of records, if DEMO GN NULL 05.04 EQ '04', then GRADE04 EQ N+1
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4.12 Count of EL or FEP 5th Grade Students

Field Identification

Field Name:	GRADE05						
Form Page No. (if any):	2	Section No:	1	Row No:	N/A	Column No:	6
Mnemonic:	GRADE05						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
ENRA	SE	NULL	05.04 Grade Level				Y	

Data Element Use

Element ID	How Used
05.04	From <i>EL Students</i> or <i>FEP Students</i> within each unique group of records, if DEMO GN NULL 05.04 EQ '05', then GRADE05 EQ N+1

4.13 Count of EL or FEP 6th Grade Students

Field Identification

Field Name:	GRADE06						
Form Page No. (if any):	2	Section No:	1	Row No:	N/A	Column No:	7
Mnemonic:	GRADE06						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
ENRA	SE	NULL	05.04 Grade Level				Y	

Data Element Use

Element ID	How Used
05.04	From <i>EL Students</i> or <i>FEP Students</i> within each unique group of records, if DEMO GN NULL 05.04 EQ '06', then GRADE06 EQ N+1

4.14 Count of EL or FEP 7th Grade Students

Field Identification

Field Name:	GRADE07						
Form Page No. (if any):	2	Section No:	1	Row No:	N/A	Column No:	8
Mnemonic:	GRADE07						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
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ENRA	SE	NULL	05.04 Grade Level				Y	
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Data Element Use

Element ID	How Used
05.04	From <i>EL Students</i> or <i>FEP Students</i> within each unique group of records, if DEMO GN NULL 05.04 EQ '07', then GRADE07 EQ N+1

4.15 Count of EL or FEP 8th Grade Students

Field Identification

Field Name:	GRADE08									
Form Page No. (if any):	2	Section No:	1	Row No:	N/A	Column No:	9			
Mnemonic:	GRADE08									

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
ENRA	SE	NULL	05.04 Grade Level				Y	

Data Element Use

Element ID	How Used
05.04	From <i>EL Students</i> or <i>FEP Students</i> within each unique group of records, if DEMO GN NULL 05.04 EQ '08', then GRADE08 EQ N+1

4.16 Count of EL or FEP 9th Grade Students

Field Identification

Field Name:	GRADE09						
Form Page No. (if any):	2	Section No:	1	Row No:	N/A	Column No:	10
Mnemonic:	GRADE09						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
ENRA	SE	NULL	05.04 Grade Level				Y	

Data Element Use

Element ID	How Used
05.04	From <i>EL Students</i> or <i>FEP Students</i> within each unique group of records, if DEMO GN NULL 05.04 EQ '09', then GRADE09 EQ N+1

4.17 Count of EL or FEP 10th Grade Students

Field Identification

Field Name:	GRADE10									
Form Page No. (if any):	2	Section No:	1	Row No:	N/A	Column No:	11			
Mnemonic:	GRADE10									

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
ENRA	SE	NULL	05.04 Grade Level				Y	

Data Element Use

Element ID	How Used
05.04	From <i>EL Students</i> or <i>FEP Students</i> within each unique group of records, if DEMO GN NULL 05.04 EQ '10', then GRADE10 EQ N+1

4.18 Count of EL or FEP 11th Grade Students

Field Identification

Field Name:	GRADE11									
Form Page No. (if any):	2	Section No:	1	Row No:	N/A	Column No:	12			
Mnemonic:	GRADE11									

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
ENRA	SE	NULL	05.04 Grade Level				Y	

Data Element Use

Element ID	How Used
05.04	From <i>EL Students</i> or <i>FEP Students</i> within each unique group of records, if DEMO GN NULL 05.04 EQ '11', then GRADE11 EQ N+1

4.19 Count of EL or FEP 12th Grade Students

Field Identification

Field Name:	GRADE12									
Form Page No. (if any):	2	Section No:	1	Row No:	N/A	Column No:	13			
Mnemonic:	GRADE12									

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
ENRA	SE	NULL	05.04 Grade Level				Y	

Data Element Use

Element ID	How Used
05.04	From <i>EL Students</i> or <i>FEP Students</i> within each unique group of records, if DEMO GN NULL 05.04 EQ '12', then GRADE12 EQ N+1

4.20 Count of Ungraded EL or FEP Students

Field Identification

Field Name:	UNGRADED						
Form Page No. (if any):	2	Section No:	1	Row No:	N/A	Column No:	14
Mnemonic:	UNGRADED						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
ENRA	SE	NULL	05.04 Grade Level				Y	

Data Element Use

Element ID	How Used
05.04	From <i>EL Students</i> or <i>FEP Students</i> within each unique group of records, If DEMO GN NULL 05.04 EQ 'UN' or 'UE' or 'US', then UNGRADED EQ N+1

5. Record Type C – Teacher providing primary language instruction and Bilingual Paraprofessionals Providing Services to ELs (Part 5.a)

For every school where there are teachers and/or paraprofessionals providing services to ELs as of the Current Year LC Day, and where at least one of those staff members has been assigned to this school according to the assignment of staff records to school-level groups as described in Section 2.2 of this document, one Record Type C is to be created for each unique value found in DE 13.09.03 (Language of Instruction) within the group of STAF DE AS records for the school.

NOTE: This applies to the aggregation rules that follow, for Record Type C:

A staff member is to be reported in only one of the Language of Instruction groups.

If a staff member who is to be reported in this section has STAF DE AS records submitted that include more than one Language of Instruction (DE 13.09.03) where 13.19 (Type of Instruction to English Learners) = 1 (Primary Language), a decision must be made as to which language group should include the staff member. Select the record(s) with the lowest numeric code value for the Language of Instruction.

5.1 Source

Field Identification

Field Name:	SOURCE						
Form Page No. (if any):		Section No:	N/A	Row No:	N/A	Column No:	N/A
Mnemonic:	SOURCE						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
			N/A					

Data Element Use

Element ID	How Used
	Populate with "LCEN"

5.2 Year

Field Identification

Field Name:	YEAR						
Form Page No. (if any):		Section No:	N/A	Row No:	N/A	Column No:	N/A
Mnemonic:	YEAR						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
			N/A					

Data Element Use

Element ID	How Used
	Populate with current year in YY format (i.e., "03" for 2003)

5.3 Record Type

Field Identification

Field Name:	REC TYPE									
Form Page No. (if any):		Section No:	N/A	Row No:	N/A	Column No:	N/A			
Mnemonic:	REC TYPE									

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
			N/A					

Data Element Use

Element ID	How Used
	Populate with "C" for Record Type C

5.4 County, District, School Code/CDE assigned only

Field Identification

Field Name:	CDS_CODE						
Form Page No. (if any):	1	Section No:	N/A	Row No:	N/A	Column No:	N/A
Mnemonic:	CDS_CODE						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
INST	GN	NULL	14.03 Institution ID (CDS Number)	Y				

Data Element Use

Element ID	How Used
14.03	Extract 14.03 to CDS_CODE.

5.5 Language Code

Field Identification

Field Name:	LC							
Form Page No. (if any):	2	Section No:	1	Row No:	N/A	Column No:	N/A	
Mnemonic:	LC							

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
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STAF	DE	AS	13.09.03 Language of Instruction	Y				
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Data Element Use

Element ID	How Used
13.09.03	For a unique “Language of Instruction” group of records, Extract 13.09.03 (The value should be the same in all records in the group.)

5.6 Count of Teachers with CTC Bilingual Authorization Providing Primary Language Instruction

Field Identification

Field Name:	CTC						
Form Page No. (if any):	3	Section No:	V	Row No:	N/A	Column No:	(00)
Mnemonic:	CTC						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
STAF	DE	CR	13.10 Credential or Authorized Teaching Areas				Y	
STAF	DE	AS	13.19 Type of Instruction to English Learners				Y	

Data Element Use

Element ID	How Used
13.10	From <i>Teachers</i> within a unique Language of Instruction group, if 13.10 EQ ‘04’ or ‘40’, and 13.19 EQ ‘1’, then CTC EQ N+1
13.19	

5.7 Count of Teachers in Training for a CTC Bilingual Authorization Providing Primary Language Instruction

Field Identification

Field Name:	CTC TRAIN						
Form Page No. (if any):	3	Section No:	V	Row No:	N/A	Column No:	(01)
Mnemonic:	CTC TRAIN						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
STAF	DE	CR	13.10 Credential or Authorized Teaching Areas				Y	
STAF	DE	AS	13.19 Type of Instruction to English Learners				Y	

Data Element Use

Element ID	How Used
13.10	From <i>Teachers in Training</i> within a unique Language of Instruction group,

13.19	if 13.10 EQ '41', and 13.19 EQ '1', then CTC-TRAIN EQ N+1
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5.8 Count of Bilingual Paraprofessionals Providing Services to ELs

Field Identification

Field Name:	AIDES						
Form Page No. (if any):	3	Section No:	V	Row No:	N/A	Column No:	(02)
Mnemonic:	AIDES						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
STAF	DE	CR	13.10 Credential or Authorized Teaching Areas				Y	

Data Element Use

Element ID	How Used
13.10	From <i>Bilingual Paraprofessionals</i> within a unique Language of Instruction group, if 13.10 EQ '42' or '43', then AIDES EQ N+1

6. Record Type D - District Contact and Certification data

One record for the district.

6.1 Source

Field Identification

Field Name:	SOURCE						
Form Page No. (if any):		Section No:	N/A	Row No:	N/A	Column No:	N/A
Mnemonic:	SOURCE						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
			N/A					

Data Element Use

Element ID	How Used
	Populate with "LCEN"

6.2 Year

Field Identification

Field Name:	YEAR						
Form Page No. (if any):		Section No:	N/A	Row No:	N/A	Column No:	N/A
Mnemonic:	YEAR						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
			N/A					

Data Element Use

Element ID	How Used
	Populate with current year in YY format (i.e., "03" for 2003)

6.3 Record Type

Field Identification

Field Name:	REC_TYPE						
Form Page No. (if any):		Section No:	N/A	Row No:	N/A	Column No:	N/A
Mnemonic:	REC_TYPE						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
			N/A					

Data Element Use

Element ID	How Used
	Populate with "D" for Record Type D

6.4 County/District Code/CDE assigned only

Field Identification

Field Name:	CD_CODE						
Form Page No. (if any):	1	Section No:	N/A	Row No:	N/A	Column No:	N/A
Mnemonic:	CD_CODE						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
INST	GN	NULL	14.03 Institution ID (CDS Number)					Y

Data Element Use

Element ID	How Used
14.03	Extract the 1 st through 7 th digits of 14.03 to CD_CODE.

6.5 Contact Name

Field Identification

Field Name:	CON_NAME						
Form Page No. (if any):	1	Section No:	N/A	Row No:	N/A	Column No:	N/A
Mnemonic:	CON_NAME						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
			17.04.01 Contact Person					Y

Data Element Use

Element ID	How Used
17.04.01	Extract from DataGate

6.6 Contact Phone Number

Field Identification

Field Name:	CON_PHONE						
Form Page No. (if any):	1	Section No:	N/A	Row No:	N/A	Column No:	N/A
Mnemonic:	CON_PHONE						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
			17.04.03 Communication Number Type	Y				
			17.04.04 Contact Communication Number					Y

Data Element Use

Element ID	How Used
17.04.03	Extract from DataGate
17.04.04	

6.7 Person Certifying the Data

Field Identification

Field Name:	CERT_NAME						
Form Page No. (if any):	1	Section No:	N/A	Row No:	N/A	Column No:	N/A
Mnemonic:	CERT_NAME						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
			N/A					

Data Element Use

Element ID	How Used
	Populate with blank as the CSIS data dictionary currently does not contain this element.

6.8 Title of Person Certifying the Data

Field Identification

Field Name:	CERT_TITLE						
Form Page No. (if any):	1	Section No:	N/A	Row No:	N/A	Column No:	N/A
Mnemonic:	CERT_TITLE						

Data Source Summary

File Format	Rec. Type	Sub Type	Detail Elements Used	Select	Sort	Sum	Count	Extract
			N/A					

Data Element Use

Element ID	How Used
	Populate with blank as the CSIS data dictionary currently does not contain this element.

7. Language Census – Record Layouts

Language Census - Record Layouts

Record Type A – All data except for part 1 and part 5.a

Note: One record for every school in the district

	Field Name	Type	Width	Position	Description
1	SOURCE	Character	4	1-4	"LCEN" for language census
2	YEAR	Character	2	5-6	"03" for 2003
3	REC_TYPE	Character	1	7	Record type A=All data except for part 1 and part 5.a
4	CDS_CODE	Character	14	8-21	County, District, School Code/CDE assigned only.
5	SUB_OPTION	Character	1	22	"1" No EL/FEP in school, "2" EI and/or FEP in school
6	SETENGIMM	Numeric	6	23-28	Count of students enrolled in Structured English Immersion
7	SETALTCRSE	Numeric	6	29-34	Count of students enrolled in Alternative course of study
8	SETMAINCRT	Numeric	6	35-40	Count of students enrolled in EL Mainstream – students meeting criteria
9	SETMAINREQ	Numeric	6	41-46	Count of students enrolled in EL Mainstream – Parent request
10	SETOTHINST	Numeric	6	47-52	Count of students enrolled in other Instructional settings
11	SRVELD	Numeric	6	53-58	Count of students receiving ELD
12	SRV_SANDE	Numeric	6	59-64	Count of students receiving ELD & SDAIE
13	SRVP1SUP	Numeric	6	65-70	Count of students receiving ELD & SDAIE with PRIMARY LANGUAGE support
14	SRVP1	Numeric	6	71-76	Count of students receiving ELD and academic subject through PRIMARY LANGUAGE
15	SRVOTH	Numeric	6	77-82	Count of students receiving instructional service through Other
16	SRVNONE	Numeric	6	83-88	Count of students not receiving EL services
17	REDESIG	Numeric	6	89-94	Count of EL Students redesignated as FEP
18	CLAD_SANDE	Numeric	6	95-100	Count of teachers with CTC CLAD or equivalent – SDAIE and ELD ONLY
19	SB_SANDE	Numeric	6	101-106	Count of teachers with SB1969/395 Cert of completion – SDAIE and ELD only
20	TRN_SANDE	Numeric	6	107-112	Count of teachers in training for SDAIE or ELD authorization – SDAIE and ELD only
21	CLAD_SONLY	Numeric	6	113-118	Count of teachers with CTC CLAD or equivalent – SDAIE only
22	SB_SONLY	Numeric	6	119-124	Count of teachers with SB1969/395 Certificate of completion – SDAIE only
23	TRN_SONLY	Numeric	6	125-130	Count of teachers in training for SDAIE or ELD authorization – SDAIE only
24	CLAD_EONLY	Numeric	6	131-136	Count of teachers with CTC CLAD or equivalent – ELD only
25	SB_EONLY	Numeric	6	137-142	Count of teachers with SB1969/395 Certificate of completion – ELD only
26	TRN_EONLY	Numeric	6	143-148	Count of teachers in training for SDAIE or ELD authorization – ELD only
27	PARWAIVREQ	Numeric	6	149-154	Parental Waivers Requested
28	PARWAIVGRNT	Numeric	6	155-160	Parental Waivers Granted

Record Type B (PART 1 – English learner (EL) and Fluent-English proficient (FEP) data)

Note: 1 record for every school, language, and EL or FEP combination where there are students

	Field Name	Type	Width	Position	Description
1	SOURCE	Character	4	1-4	“LCEN” for language census
2	YEAR	Character	2	5-6	“03” for 2003
3	REC_TYPE	Character	1	7	Record type B=Part 1, EL and FEP data
4	CDS_CODE	Character	14	8-21	County, District, School Code/CDE assigned only
5	LC	Character	2	22-23	Language code – See R30-LC form for valid codes
6	TYPE	Character	3	24-26	“EL” for English Learner or “FEP” for Fluent-English Proficient
7	KINDER	Numeric	6	27-32	Count of Kindergarten students
8	GRADE01	Numeric	6	33-38	Count of 1 st grade students
9	GRADE02	Numeric	6	39-44	Count of 2 nd grade students
10	GRADE03	Numeric	6	45-50	Count of 3 rd grade students
11	GRADE04	Numeric	6	51-56	Count of 4 th grade students
12	GRADE05	Numeric	6	57-62	Count of 5 th grade students
13	GRADE06	Numeric	6	63-68	Count of 6 th grade students
14	GRADE07	Numeric	6	69-74	Count of 7 th grade students
15	GRADE08	Numeric	6	75-80	Count of 8 th grade students
16	GRADE09	Numeric	6	81-86	Count of 9 th grade students
17	GRADE10	Numeric	6	87-92	Count of 10 th grade students
18	GRADE11	Numeric	6	93-98	Count of 11 th grade students
19	GRADE12	Numeric	6	99-104	Count of 12 th grade students
20	UNGRADED	Numeric	6	105-110	Count of ungraded students

Record Type C – Teacher providing primary language instruction and Bilingual Paraprofessionals Providing Services to ELs (Part 5.a)

Note: 1 record for every school and language where there are teachers and/or paraprofessionals providing services to ELs

	Field Name	Type	Width	Position	Description
1	SOURCE	Character	4	1-4	“LCEN” for language census
2	YEAR	Character	2	5-6	“03” for 2003
3	REC_TYPE	Character	1	7	Record type C=Part 5.A data
4	CDS_CODE	Character	14	8-21	County, site and district code/CDE assigned only.
5	LC	Character	2	22-23	Language Code – See R30-LC form for valid codes
6	CTC	Numeric	6	24-29	Number of teachers providing PRIMARY LANGUAGE instruction with a CTC Bilingual Authorization
7	CTC_TRAIN	Numeric	6	30-35	Number of teachers providing PRIMARY LANGUAGE instruction in training for a CTC Bilingual Authorization
8	AIDES	Numeric	6	36-41	Number of paraprofessionals/AIDES providing services to English learners

Record Type D District Contact and Certification data

Note: 1 record for the district

	Field Name	Type	Width	Position	Description
1	SOURCE	Character	4	1-4	"LCEN" for language census
2	YEAR	Character	2	5-6	"03" for 2003
3	REC_TYPE	Character	1	7	Record type D=District-level contact and certification information 1 record per district
4	CD_CODE	Character	7	8-14	County and District Code/CDE assigned only.
5	CON_NAME	Character	30	15-44	Contact name
6	CON_PHONE	Character	14	45-58	Contact phone
7	CERT_NAME	Character	30	59-88	Name of person certifying the data
8	CERT_TITLE	Character	50	89-138	Title of person certifying the data